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08-07

WORKING CONTRACT

between the

BOARD OF EDUCATION OF GREENWICH TOWNSHIP

AND THE

GREENWICH TOWNSHIP EDUCATION ASSOCIATION

The County of Warren, New Jersey

For the Year 1973-74

Article I.

RECOGNITION

A. The Board does hereby recognize the Greenwich Township Education Association as the exclusive negotiating agent and official representative for the teachers and school nurse in the Greenwich Township School District.

B. Unless otherwise indicated, the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit as defined above.

Article II.

SALARIES

The parties hereto agree on and adopt the Salary Guide attached hereto.

Article III.

INSURANCE

Health and accident insurance is available on a group basis to school personnel.

The Board of Education will pay for the complete cost of employee and family enrollment in the New Jersey "Public and School Employees' Health Benefit Program."

Every employee shall be covered by the Workmen's Compensation Insurance.

Years of Employment	Part-time or 128 Credits	Salary Guide	
		Bachelor's Degree and 30 Graduate Credits or Master's Degree	Teacher's Degree and 30 Graduate Credits
1	\$ 7,300.00 500.00 \$ 7,800.00	\$ 7,700.00 500.00 \$ 8,200.00	\$ 8,100.00 500.00 \$ 8,600.00
2	\$ 7,980.00 400.00 \$ 8,380.00	\$ 8,400.00 400.00 \$ 8,800.00	\$ 8,820.00 400.00 \$ 9,220.00
3	\$ 8,295.00 400.00 \$ 8,695.00	\$ 8,715.00 400.00 \$ 9,115.00	\$ 9,135.00 400.00 \$ 9,535.00
4	\$ 8,820.00 400.00 \$ 9,220.00	\$ 9,240.00 400.00 \$ 9,640.00	\$ 9,660.00 400.00 \$10,060.00
5	\$ 9,187.50 400.00 \$ 9,587.50	\$ 9,607.50 400.00 \$10,007.50	\$10,027.50 400.00 \$10,427.50
6	\$ 9,550.00 400.00 \$ 9,955.00	\$ 9,975.00 400.00 \$10,375.00	\$10,395.00 400.00 \$10,795.00
7	\$ 9,922.50 400.00 \$10,322.50	\$10,342.50 400.00 \$10,742.50	\$10,762.50 400.00 \$11,162.50
8	\$10,290.00 400.00 \$10,690.00	\$10,710.00 400.00 \$11,110.00	\$11,130.00 400.00 \$11,530.00
9	\$10,657.50 400.00 \$11,057.50	\$11,072.50 400.00 \$11,472.50	\$11,497.50 400.00 \$11,897.50
10	\$11,025.00 400.00 \$11,425.00	\$11,455.00 400.00 \$11,855.00	\$11,865.00 400.00 \$12,265.00
11	\$11,392.50 400.00 \$11,792.50	\$11,812.50 400.00 \$12,212.50	\$12,232.50 400.00 \$12,632.50
12	\$11,917.50 500.00 \$12,417.50	\$12,337.50 500.00 \$12,837.50	\$12,757.50 500.00 \$13,257.50

Yearbooks to be placed on guide effective September, 1973, based upon the recommendation of the school administrator and the decision of the Greenwich Township Board of Education.

Graduate credits or degrees acceptable must be in the teacher's major area of employment.

Prorogatively . . . \$200.00 after 25 years total teaching experience.

Note: All fringe benefits will be the same as the 1972-73 school year.

Article IV.

The parties hereto agree on the use of the following grievance procedure.

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or a group of teachers.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

D. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative of any member of the Committee or the Association, or any other participant in the grievance procedure by reason of such participation.
3. **Level One**
A teacher with a grievance shall first discuss it with his principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
4. **Level Two**
If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chairman of the Association's Grievance Committee within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the Committee shall refer it to the Administrative Principal.
5. **Level Three**
The grievance shall be registered in writing within five (5) days of the date of the administrative decision concerning the grievance with the chairman of the teachers committee of the Board of Education. The teachers committee must discuss the issue with the aggrieved party and shall render a decision within fifteen (15) school days after receiving the written grievance. The aggrieved party may be accompanied by a member of the teachers negotiating team. If a satisfactory settlement is not reached from this action, the next step is:
6. **Level Four**
The grievance shall be registered in writing within five (5) days of the date of the teachers committee decision concerning the grievance with the Secretary of the Board of Education. The full Board of Education must discuss the issue with the aggrieved party and shall render a decision within fifteen (15) school days after receiving the written grievance. The aggrieved party may be represented.

7. Level Five

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level 4, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the full board, he may, within five (5) school days after a decision by the full board or fifteen (15) school days after the grievance was delivered to the full board, whichever is sooner, request in writing that the Chairman of the committee submit his grievance to arbitration. If the committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.
- (b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and the procedures of the American Arbitration Association in the selection of an arbitrator.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the committee and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory on the parties.
- (d) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

Article V.

CONTRACTS

All contracts shall conform to state laws and shall include: (1) employment assignment, (2) period of employment, (3) salary, (4) method of pay. Notice of employment to tenure teachers shall include: (1) employment assignment, (2) period of employment, (3) salary, (4) method of pay.

Contracts for teachers and the Administrative Principal shall be voted at or before the March meeting and submitted to same within 15 calendar days.

All contracts must be returned within 15 calendar days after individual receives it, and then can be voided only after 60 days' notice from either party.

Article VI.

REIMBURSEMENT FOR COURSES

Members of the instructional staff will be eligible for course reimbursement at the rate of \$25.00 per credit hour with a maximum of \$150.00 in any school year provided the following requirements are satisfied:

1. Written approval may be obtained from the Greenwich Township Board of Education through the Administrative Principal to assure reimbursement for courses.

2. Request for reimbursement, which is to be made through the Administrative Principal, shall take place after the teacher begins teaching in the new contract year.

3. An official transcript is to be filed with the Administrative Principal showing successful completion of courses for which one wishes to be reimbursed.

4. Reimbursement shall be made for graduate courses only, and the courses must be directly related to the individual's contracted area of specialization.

not reimbursable.

6. Reimbursement will be made within 45 days after submission of official transcript. Transcripts may be submitted any time after September 1 of the following year.

Article VII.

REPORTING ABSENCES

Absences are to be reported before 6:45 A.M. of the day the employee will be absent, if possible.

All requests for personal leave are to be made at least 24 hours in advance to the Administrative Principal.

When sick leave is claimed for 3 consecutive days the Board of Education may require a physician's certificate. This will be filed with the Secretary of the Board of Education in order to obtain sick leave. In cases of suspicion of abuse the Board of Education may require a physician's certificate for any length of absence.

Article VIII.

DURATION OF AGREEMENT

This agreement shall be effective as of September 1, 1973 and shall continue in effect through June 30, 1974 and shall continue in force and effect until a successor agreement has been completely negotiated.

Article IX

COMPLETE AGREEMENT

This agreement incorporates and finalizes all of the areas of negotiation heretofore discussed between the parties hereto and contains the complete and final understanding between the said parties.

In Witness Whereof, the said parties caused this document to be signed by their proper corporate officers and caused their proper corporate seal to be hereto affixed.

GREENWICH TOWNSHIP BOARD OF EDUCATION

By _____ Date _____
Ann Stone

ATTEST:

Doris F. Rayna, Secretary Date _____

GREENWICH TOWNSHIP TEACHERS ASSOCIATION

By _____ Date _____
Virginia Schocker

ATTEST:

Marie Miksitz, Secretary Date _____